

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

A. GENERAL INFORMATION

1. Date

12/01/2021

2. Department

Housing and Community Development

3. Organizational Placement (Division/Branch/Office Name)

Division of Federal Financial Assistance /Disaster Response & Recovery

4. CEA Position Title

Assistant Deputy Director, Federal Disaster Relief & Recovery

5. Summary of proposed position description and how it relates to the program's mission or purpose.
(2-3 sentences)

Under the administrative direction of the Deputy Director (Exempt) of the Division of Federal Financial Assistance, the CEA will provide executive level policy and program guidance and oversight for development and implementation of HCD's disaster federal recovery, response and operation programs including coordinating with partner state agencies, local government officials, and external stakeholders. The CEA will oversee program design and implementation of the Community Development Block Grants - Disaster Recovery (CDBG-DR), CDBG- Mitigation (CDBG-MIT), National Disaster Resilience Competition (NDRC), Special Notice of Funding Availability (NOFAs), and all future programs related to disaster relief. This position oversees the design and development of program policies, guidelines, and regulations with statewide impact.

6. Reports to: (Class Title/Level)

Deputy Director, Division of Federal Financial Assistance (Exempt)

7. Relationship with Department Director (Select one)

- ☐ Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- ☒ Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain): The CEA collaborates with HCD's Executive Management regarding the development and implementation of policies and guidelines for multiple programs within the Division.

8. Organizational Level (Select one)

☐ 1st ☐ 2nd ☒ 3rd ☐ 4th ☐ 5th (mega departments only - 17,001+ allocated positions)

B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

Under the administrative direction of the Deputy Director, Division of Federal Financial Assistance, the incumbent will provide executive level policy and program guidance and oversight for development and implementation of HCD federally funded disaster recovery programs including coordinating with partner state agencies, local government officials, and external stakeholders. Oversee program design, development and implementation of the disaster recovery program and develop mitigating strategies to address current and future disasters that exist in California.

The CEA will oversee and direct a branch of professional staff responsible for design, implementation and administration of the Community Development Block Grants - Disaster Recovery (CDBG-DR), CDBG-Mitigation (CDBG-MIT), National Disaster Resilience Competition (NDRC), Special Notice of Funding Availability (NOFAs), and all future programs related to disaster recovery. Act as a representative and subject matter expert in all areas of disaster relief, recovery, and operations on all related policies and procedures. Provide information, guidance and assistance to local, state, and federal agencies, for-profit and non-profit organizations on the guidelines and regulations related to the disaster recovery program and funding. Represent HCD on behalf of the Deputy Director at high-level stakeholder meetings, workshops, and public events. Coordinate with and represent the department to control agencies and the Legislature on key program policy issues.

Create policy and evaluative framework for federally funded disaster recovery programs administered by the Department. Ensure that policies provide program accountability and are established with an equity lens. Collaborate with the Legal Affairs Division, Housing Policy Development Division, and Division leadership on development and revision of the division's housing finance programs to ensure that statewide policy goals and federal mandates are met.

Represent the Disaster Relief and Recovery (DRR) Branches as a member of the HCD's senior leadership team, engaging in collaborative decision making on aspects of the departments mission and objectives. Ensure information related to branches policies, priorities, and objectives are effectively communicated and operationalized throughout the divisions leadership and staff.

Develop program and policy management within the Division and facilitate cross-functional efforts to ensure compliance with new or existing legislative, regulatory and policy directives. This includes developing adequate process workflows, adjusting workload levels, developing, and implementing performance metrics, and communicating management expectations to staff. Provide oversight and direction to the branch chiefs assigned to oversee the design, development, award and reporting of DFFA programs, and coordinate with other Assistant Deputy Directors.

Develop and implement policies and strategies, identify sensitivity policy issues, advise, and make recommendations to the Deputy Director and other Department leadership. Advise and direct staff that provide policy analyses of legislation that affect division programs. Provide executive level briefings to the Deputy Director and Executive staff on program development issues.

B. SUMMARY OF REQUEST (continued)

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- ☒ Program is directly related to department's primary mission and is critical to achieving the department's goals.
- ☐ Program is indirectly related to department's primary mission.
- ☐ Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The CEA will play a pivotal role in the department delivering on its mission. The programs under the purview of this CEA are critical to the department's mission to promote safe, affordable homes and vibrant, inclusive, sustainable communities for all Californians. The Federal Disaster Relief and Recovery programs under this CEA are considered high profile and sensitive in nature as they are intended to help communities recover after disasters (such as droughts, fires, and floods) by administering special, federal funds, as well as applying for federal funds. Each program identified below plays a critical piece in meeting the department's mission to redevelop homes and communities affected by disasters by reducing current and future risk to develop long-term vitality, economic well-being, and security of all communities. Additionally, the programs help identify future risk and vulnerabilities to develop resilient recovery plans that can maximize preparedness, save lives and bring benefits to a community long after a recovery project is complete.

Statewide obligation to rebuild or reconstruct single-family homes or multi-family housing for low income households impacted by disaster. HCD also has an obligation to partner with local jurisdictions in mitigation planning and resiliency work dealing with infrastructure and public facilities. Programs under the Federal Disaster Recovery Branch include, but are not limited to: 1) CDBG-DR which was appropriated by Congress through HUD for jurisdictions experiencing disasters; 2) CDBG-MIT a program that provides funds to allow grantees to mitigate against disaster risks, which at the same time allows grantees the opportunity to transform State and local planning; 3) NDRC a \$1 billion federal program administered by the US Department of Housing and Urban Development (HUD) that provides grants to communities to rebuild in more resilient ways following major disasters; and 4) multiple special Notices of Funding Availability that provide funding opportunities for disaster recovery related to various wildfires, mud-flows, debris flows and high winds.

B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

The Federal Disaster Relief and Recovery (DRR) Branches are primarily responsible for the design and implementation of federally-funded DRR programs including the development of program guidelines detailing the use and requirements of federal funding programs, issuance of Notices of Funding Availability, application review, funding recommendations, fund disbursement and monitoring. The scope and responsibility of the Division has significantly increased and future increases in funding and responsibility are anticipated in the coming fiscal years. The Division of Federal Financial Assistance was bifurcated from the State Division, effective February 1, 2021 to allow for greater oversight. With that bifurcation, there was an increase in the number of staff from other programs within the Division, as well as a significant increase in the development of new program guidelines.

The programs under this CEA are preparing for an influx in federal funding in upwards of one billion dollars through federal legislation, and the proposed federal budget. The DRR program has evolved over time with the State receiving its first Housing and Urban Development Federal disaster funds in 2013 from the National Disaster Recovery allocation; then in 2017 and 2018 it received an additional one billion in disaster recovery and mitigation allocations. HCD also recently received an allocation of 234 million to support DRR for California's 2020 wildfires. This coming year HCD will be receiving additional allocations for 2021 of over 250 million. The ongoing increase in the number of and intensity of natural disasters within the State have turned what was once a onetime allocation into a relatively permanent program as this continues to be a growing line of service for HCD. This continued and increasing funding for DRR has created a need for a high-level executive to support these programs and ensure they are stood up timely and appropriately to ensure this funding is provided to Californians in need.

Based on the current budget projections from the Federal Government, including the proposed six trillion dollar budget and the Federal Infrastructure Package with another two trillion dollars of available funding, these programs will see an expected increase over the next few years of 1.5 billion requiring continuous development of program guidelines and policies, to support the needs of the public, and the mission and vision of the department. This also increases HCD's statewide obligation to rebuild and reconstruct single-family and multifamily housing in disaster impacted areas, including the creation of mitigation planning and resiliency work.

The Federal DRR Branches currently administers and monitors over 1.35 billion dollars annually in programs designed to aid DRR efforts throughout the State. With the continued addition of annual Federal allocations to address the natural disasters comes an increase in scope and responsibility for program implementation and monitoring to ensure California can respond to disasters in a timely matter and at the appropriate scale.

With total allocations nearing two billion dollars with the next two allocations in the process of being awarded, it is imperative that an executive level manager provide the leadership required for the development of policies of the units, addressed above, while establishing and implementing these new programs, along with existing programs. This growth in federal resources and the need for responsible stewardship and the need to elevate the attention to those resources, requires an CEA level position to manage and implement this work. This CEA position will continue to help oversee more money and responsibility as time goes on. Failure is not an option for these programs within this administration.

C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The CEA will design and implement policies and guidelines for multiple programs within the Division of Federal Financial Assistance (DFFA). The CEA will be the principal policy maker in the development of multiple policy areas, including but not limited to resources coming to the department from the federal Department of Housing and Urban Development (HUD), including but not limited to Single family reconstruction and rehabilitation, Multi-Family recovery programs, Mitigation response programs, Sustainability and resiliency as an overall policy area, and Equity – as all DR work must be done with an equity lens.

This policy development includes creating policy in regard to the development and processing of grants and funding availability providing people of California relief from natural disasters and quickening the pace at which the State is able to respond and recover from these disasters. The CEA will create policy and evaluate framework for federally funded programs administered by the Department and ensure that policies and regulations provide for program accountability, including collaborating with the Department's Legal Affairs Division, Housing Policy Development Division, and Executive and Division leadership on development and revision of the division's housing finance programs to ensure that statewide policy goals and federal mandates are met.

The CEA will be responsible for policy rationalization regarding issues with regulatory and state issues, with a focus on rule making packages to streamline processes in order to get DRR funds into the hands of Californians. This position will also propose DRR regulation and changes to the legislation. The CEA will work closely with the federal department of Housing and Urban Development, the Federal Emergency Management Agency, the California Office of Emergency Services, and local governments up and down the state.

The CEA will oversee, assign, monitor and evaluate policy development for DFA federally funded Housing and Community Development (HCD) grant programs; identify the impact of proposed state and federal regulations and policies on program services and ensure that the concerns of constituent groups are adequately addressed. This policy development includes establishing program eligibility, types of assistance, funds availability, and program guidelines. These programs have an impact on the ability of California's communities to recover after disasters (such as droughts, fires, and floods) by administering special, federal funds, as well as applying for federal funds.

The CEA will provide guidance and ensure compliance with changing legislative, regulatory and policy related directives related to affordable housing and community development programs at the State and Federal levels. The statewide policies created and managed by this CEA will have an impact on the state's ability to receive federal funding that is critical to meeting the challenges California faces when providing relief and recovery services to its citizens, as well as the department's ability and resources to meet its mission to promote safe, affordable homes and vibrant, inclusive, sustainable communities for all Californians.

C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

Possess full authority to make commitments on behalf of the Deputy Director (exempt), and the Department regarding the programs under their purview. The CEA will have full level of authority and makes decisions with statewide impact. This position will engage in project management activities which expand across organizational lines to ensure proper reporting and compliance at both the state and federal levels. Responsible for extensive managerial and program administration with substantial responsibility for the formulation, operation, and/or evaluation of statewide federally-funded program policies. Responsible for the daily operation of Federal DRR Branches and will possess full authority to make commitments on behalf of the Department regarding all functions within the programs under their purview.

The CEA will oversee, assign, monitor and evaluate policy development for DFFA's federally funded loan and grant programs; identify the impact of proposed state and federal regulations and policies on program services and ensure that the concerns of constituent groups are adequately addressed and is responsible for the high level oversight ensuring the completion, by the division, of program mission and goals for all federal resources and corresponding HCD programs that award loans and grants for disaster recovery, relief, and mitigation as well as for the construction, infrastructure, resilience, rehabilitation and preservation of communities impacted by natural disasters.

The CEA will be responsible for completion of assignments and special projects from the Governor's Office and the Business, Consumer Services and Housing Agency, U.S. Department of Housing and Urban Development (HUD) on a wide range of politically sensitive housing and community and economic development issues with the review and approval of the Director and Deputy Director. The incumbent will function as primary liaison for the Department with local government, housing developers, consultants, and other interested parties related to federal housing program policy and development.

Responsible for developing and implementing the rules and policies for the HCD programs that utilize federal resources to provide DRR for impacted groups of Californians. These Federal Programs include all resources coming to the State from the federal Department of HUD, including but not limited to the Community Development Block Grants (CDBG) – Disaster Recovery and Mitigation, National Disaster Resilience Competition, and other disaster funding and special NOFAs such as the droughts and wildfires from the last six years. Provides guidance and ensures compliance with changing legislative, regulatory and policy related directives related to affordable housing and community development programs. Will lead a variety of administrative functions consisting of fiscal operations, accounting and business services including policy formulation and the principles, practices, and methods of federal accountability.

The decisions of the CEA will have a direct impact on the attainment of HCD's mission and the success of Federal DRR programs, including infrastructure, mitigation, and economic development programs.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The CEA will be developing and implementing new policies as the Department and DFFA continue to develop programs that support DRR, as well as infrastructure and climate change mitigation. Policies must be continuously developed to process applications and award over millions and soon to be billions in funding for the various federal programs as they are released. Additionally, California poses various barriers to access, creating a need to find more effective ways of issuing funding. Recent funding also includes needs for mitigation strategies and rebuilding recommendations to be developed. Mitigation strategies need to be developed to create buffer zones and find more ways to be sensitive to existing communities while adequately addressing pending and potential disaster related threats. HCD and the branches under the purview of this CEA are the forefront of the States' DRR efforts. The CEA will lead efforts to develop needed infrastructure so the state can respond more rapidly when disasters and emergencies occur and will lead policy to reduce current and future risk essential to the long-term vitality, economic well-being, and security of all California communities.